



St. Charles Public Library
 One South Sixth Avenue
 St. Charles IL 60174
 630-584-0076 ■ FAX 630-584-9262
 scpld.org

**MINUTES
 REGULAR MONTHLY MEETING
 BOARD OF TRUSTEES
 ST. CHARLES PUBLIC LIBRARY DISTRICT
 DECEMBER 13, 2023**

The Regular Monthly Meeting of the Board of Trustees of the St. Charles Public Library District was held on Wednesday, December 13, 2023 at the Library. Present: President Robert T. Gephart, Vice President/Secretary Mary Kruse, Trustees Claudia Frost, Bonnie J. Dauer and Allison Lanthrum, Director Katherine G. Buckson and Administrative Assistant Virginia Tsipas. Absent: Treasurer Michael J. Hill and Trustee Shane Hampton.

Library staff present: Katie Amstadt, Brian Dunk, Amanda Kaiser, Jill Larson, Mary Merritt, Pam Salomone, and Sutton Skowron. Also present were two community members.

I. CALL TO ORDER

Trustee Gephart called the meeting to order at 7:01 pm.

II. ROLL CALL, RECORDING TRUSTEES PRESENT AND ABSENT

Trustee Gephart confirmed there was a quorum present through roll call.

III. WELCOME OF GUESTS

Trustee Gephart welcomed staff and guests and read the Mission Statement.

IV. ADDITIONS OR CORRECTIONS TO THE AGENDA

There were no additions or corrections.

V. APPROVE CONSENT AGENDA

Minutes of Public Hearing, November 8, 2023

Minutes of Monthly Meeting, November 8, 2023

Minutes of Policy Committee Meeting, November 15, 2023

IIT Investment Report: November 2023

Lauterbach & Amen, Monthly Financial Report: November 2023

Check Register, Payroll: November 2023

Motion by Trustee Frost, second by Trustee Lanthrum, to approve the Consent Agenda. Carried unanimously.

VI. APPROVE THE FORM AND CONTENT OF MINUTES

- a. Closed Session Meeting of Regular Monthly Meeting, November 8, 2023, for [5 ILCS 120/2 (c) (1)]**

Motion by Trustee Frost, second by Trustee Lanthrum, to approve the form and content of Minutes, Closed Session of Regular Monthly Meeting, November 8, 2023. Carried unanimously.

VII. APPROVAL OF INVOICES

No invoices to present.

VIII. LIBRARY STAFF REPORT, NOVEMBER 2023

The Library Staff Report will now include updates of the Strategic Plan implementation. Ms. Buckson thanked Interlibrary Loan Assistant Jill Larson for her service to the Library and wished her good luck in her retirement. Information Technology Manager Brian Dunk spoke of the cell phone booster project, which will improve cell phone accessibility in the lower level. The staff entrance door has been repaired, with the exception of an additional part that is on back order to complete the repair.

Trustee Lanthrum was pleased to hear that the Library is offering library cards for veterans. Ms. Buckson stated legislation has passed allowing disabled veterans in unserved areas to be eligible for a library card. There are changes in legislation for all children under the age of 18 to be eligible for a free library card. The Library is in its third year of an intergovernmental agreement with D303, enabling all students in the School District to have a free library card, even though they may not live in the Library District.

Trustee Lanthrum congratulated the Library for receiving the Fox Valley Special Recreation Association (FVSRA) Partnership Award for 2023. FVSRA describes this award as the standard all Illinois libraries should aspire to when developing programs and collections for special populations.

Motion by Trustee Frost, second by Trustee Lanthrum, to accept the Library Staff Report. Carried unanimously.

IX. COMMITTEE REPORTS

Intergovernmental Group (Gephart)

The November report is in the packet. The next meeting will be Thursday morning, December 14, 2023. Trustee Frost asked why the School District is cutting class attendance hours by forty minutes. Ms. Buckson said it is because of bus scheduling and contract negotiations. She stated anyone can contact Scott Harvey of D303 with questions. Communications & Marketing Manager Pam Salomone stated the Library has a dedicated webpage regarding D303 redistricting.

Foundation (Dauer)

The Friends used book sale held in October raised \$5,600. The Foundation Events Committee, with two new co-chairs, are meeting to discuss the next fundraiser. Gently used books have been packaged by Friends to sell for holiday gifts. In the past, approximately 125 packets of books have been sold. The Foundation annual appeal letter was sent out in November. The next Foundation meeting will be on January 11, 2024.

Motion by Trustee Frost, second by Trustee Lanthrum, to accept the Committee Reports. Carried unanimously.

X. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON AGENDA ITEMS

No comments.

XI. TRUSTEE COMMENTS

Trustee Frost stated the movie *Boys in the Boat* will be in theatres Christmas day. *Boys in the Boat* was the One Book, One Community title selected in 2019. Ms. Salomone stated the title for the October 2024 One Book, One Community is *The Music of Bees*, by Eileen Garvin. Programs will be planned for the month of October 2024 and the author will come to St. Charles and participate in some activities.

XII. UNFINISHED BUSINESS**37. REVIEW OF THE STRATEGIC PLAN YEAR ONE IMPLEMENTATION DOCUMENT**

At the November In-Service Day, all staff participated in break-out sessions to discuss action steps for implementation of year one of the Strategic Plan. The Board will be informed throughout the year with progress updates. At the end of 2024, a new implementation plan will be created. Strategic goals are being reviewed and developed for every staff member.

XIII. NEW BUSINESS**38. RECOMMENDATIONS OF POLICY COMMITTEE****a. Collection Management Policy**

This policy was updated to comply with the new law regarding book banning. The Request for Reconsideration of Library Materials is now included in the policy. **Motion** by Trustee Frost, second by Trustee Lanthrum, to approve the Collection Management Policy, as presented. Carried unanimously.

39. ORDINANCE 2023/2024 – 4, SETTING FINES, COSTS AND OTHER PENALTIES FOR OVERDUE BOOKS AND MATERIALS AND OTHER OFFENSES

Motion by Trustee Frost, second by Trustee Lanthrum, to approve **Ordinance 2023/2024 – 4**, Setting Fees for Library Materials. The processing fee of \$5.00 charged to a patron when materials have been lost or damaged has been eliminated. Refunds of paid lost items are allowed up to 30 days. The previous grace period of 90 days causes more work administratively to process a refund. **AYES:** Gephart, Kruse, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill, Hampton.

40. ORDINANCE 2023/2024 – 5, ESTABLISHING DATES OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE ST. CHARLES PUBLIC LIBRARY DISTRICT FOR CALENDAR YEAR JANUARY 2024 – JANUARY 2025

Motion by Trustee Frost, second by Trustee Lanthrum, to approve **Ordinance 2023/2024 – 5**, Establishing Dates of Regular Meetings of the Board of Trustees of the St. Charles Public Library District for Calendar Year January 2024 – January 2025. A recommendation was made to change the month when the Board does not meet for their regular monthly meetings during the calendar year to January instead of August. There are several financial matters during the months of July, August and September brought before the Board. With year-end holidays, it is difficult to compile the January Board packet in a timely manner. **Motion** by Trustee Gephart, second by Trustee Lanthrum, to amend **Ordinance 2023/2024 – 5**, adding the meeting date of August 14,

2024, and removing the meeting date of January 8, 2025. **AYES:** Gephart, Kruse, Frost, Dauer, Lanthrum. **NAYS:** None. **ABSTAINING:** None. **ABSENT:** Hill, Hampton.

41. 2024 HOLIDAYS / CLOSINGS SCHEDULE


Motion by Trustee Frost, second by Trustee Lanthrum, to approve the 2024 Holidays / Closings Schedule. Carried unanimously.

42. COMMUNICATIONS AND CITIZEN'S COMMENTS – ON NON-AGENDA ITEMS

No comments.

XIV. ADJOURNMENT

Motion by Trustee Dauer, second by Trustee Lanthrum, to adjourn at 7:28 pm. Carried unanimously.



Mary Kruse

Secretary, Board of Trustees